

**MICHIGAN DEPARTMENT OF EDUCATION  
PUPIL TRANSPORTATION ADVISORY COMMITTEE**

Thursday, February 11, 2010 (Please Note Meeting Date)

State Board Room (4<sup>th</sup> Floor), John A. Hannah Building

**\*\*Special Note. Please be aware that a security enhancement  
is in progress at the front entry of the John Hannah Building.**

**PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE MEETING  
9:00 – 10:15 a.m. – Hannah Building – State Board Room**

The subcommittee meets prior to the regular meeting to review and discuss agenda items in preparation for the regular meeting. PTAC representatives are welcome to attend. Topics covered include:

- a) Curriculum and Training
- b) Management and Best Practices
- c) State and National Issues

**PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING  
10:30 – 12:00 NOON – Hannah Building – State Board Room**

**I. CALL TO ORDER at 10:30 a.m. by Mary Ann Chartrand**

Mary Ann provided brief overview of the purpose of PTAC and how it operates.

**II. ROLL CALL AND RECOGNITION OF GUESTS**

- ☒ Michigan Department of Education: *Mary Ann Chartrand, Ken Micklash, Louis Burgess*
- ☒ Michigan State Police: *Sharron VanCampen (Primary); Jill McKelvey (Alternate)*
- ☒ Michigan Department of Transportation: *Andrea Brush (Primary)*
- ☒ Michigan Department of State: *Carol Reagan (Primary);*
- ☒ Michigan Assn for Pupil Transportation: *Karen Losch (Primary); Mark Niewoonder (Alternate)*
- ☒ Michigan Assn for School Business Officials: *Matt Losch (Primary)*
- ☐ Michigan Assn of School Administrators: *Mark Bielang (Primary)*
- ☒ Michigan Education Association: *Art Przybylowicz (Primary)*
- ☐ Michigan Assn of School Boards: *Don Wotruba (Primary)*
- ☒ Training Agency Association of Michigan: *Vince Weiler (Primary)*
- ☐ Michigan Head Start Association: *Kim Aultman*
- ☐ Michigan PTA:
- ☒ Middle Cities Education Association: *Fred Clarke (Primary)*
- ☒ Michigan Association of Inter. School Administrators: *Kim Hooper (Primary)*
- ☐ Michigan Association of Non Public Schools: *Brian Boderick (Primary)*
- ☒ Representative of Northern Michigan Directors: *William Coaster (Primary)*
- ☒ Representative of Rural Directors: *Kevin Doty (Primary)*

- ☐ Representative of Urban Directors: *Carl Ingram, Sr., (Primary)*
- ☒ Representative of Suburban Directors: *John Roeck, (Primary)*
- ☒ Representative of Special Ed. Trans. Directors: *Daryl Detloff*
- ☒ Dean Transportation: *Duane Kooyers (Alternate)*
- ☒ Goby & Associates: *Dale Goby (Primary)*
- ☐ Other: *Mac Dashney*

### **III. APPROVAL OF June 11, 2009 MEETING MINUTES**

**Moved that the minutes be approved. Supported. Passed.**

### **IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA**

**Moved to approve the agenda as presented. Supported. Passed.**

### **V. OPENING COMMENTS/ANNOUNCEMENTS**

#### **A. MDE Initiated – (15 minutes)**

1. Legislative Update including HB 5363. Additionally, Karen Losch, Executive Director of MAPT, will provide an update of MAPT activities. – (K. Losch)

Karen Losch reported that MAPT has pulled together a group to support school bus inspections. House bill 5653 hasn't gone to hearing because MAPT wants to tie this to House Bill 5363 which addresses the school bus medical examination revision.

2. Section 74 Compliance Reviews for 2009-2010 - (Micklash)

Ken Micklash has completed four reviews of TAAM agencies for compliance with Section 74 of the State Aid Act for school bus driver training. Three parts (financial, FTE process, personnel) are contained within the review. For this round, he performed most of the review by video conference, phone, and/or fax.

### **VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED TO PTAC**

#### **A. Curriculum and Training (Coaster) (15 minutes)**

1. Supervisor Continuing Education Update

Bill Coaster handed out a draft of School Bus Licensing and Credentialing (Exhibit A). Some changes in wording were suggested. A class will be offered on a pilot basis through the Michigan Virtual University. It is hoped that this process will expand with more on-line courses becoming available over time.

#### **B. Management and Best Practices - (Goby) (10 minutes)**

1. Action Management Plans Update.

This item was moved to a later date.

C. State and National Issues (Hooper/Micklash) - (15 minutes)

National Congress on School Transportation Update

The seven member Michigan team is preparing for the May conference. Members have begun to review documents that have been prepared nationwide for presentation at the meeting. There is a concern regarding how the registration and other costs for this conference will be covered.

**VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER**

A. Curriculum and Training (Coaster/Micklash) - (20 minutes)

1. School Bus Driver Continuing Education for 2011-2013 Training Cycle (Supporting documents sent to PTAC members on January 12, 2010)

Ken reviewed the documents sent to members a month ago. Comments received were taken into consideration in preparation for the final draft.

**Moved to recommend to the superintendent for approval the "school bus driver continuing education training program for 2011-2013 training cycle." Supported. Passed**

B. Management and Best Practices - (No Items)

C. State and National Issues - (No Items)

**VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK**

A. MDE Initiated

1. To Curriculum and Training - (No Items)
2. To Management and Best Practices (Micklash) - (5 minutes)
  - a. Request submission of ideas related to renaming of MDE Pupil Transportation website "Best Practices"

Ken reviewed the titles of topics listed in Best Practice website. He asked the members for ideas for a title to replace "Best Practices". Discussions ensued. Ideas: \*Services/Ideas, \*Maybe take into account if there is a cost related to the best practice.

**Moved to pull off Best Practice title from the website. Supported. Passed.**

Members were asked to send by May 1 to Ken Micklash ideas for multiple "best practices" or titles. It was also suggested that an introductory paragraph be developed that is a disclaimer for what the "Best Practices" actually represent.

3. To State and National Issues - (No Items)

B. PTAC Initiated

1. To Curriculum and Training – (No items)
2. To Management and Best Practices – (No items)
3. To State and National Issues – (No items)

**IX. OTHER ISSUES**

A. Sgt. Sharron VanCampen commented on SB1009 and HB5653. She wanted to point out that the Michigan State Police is not a regulatory agency but an enforcement agency. She has concerns about the bills.

B. Next Meeting Date for 2009-2010  
June 10, 2010

**X. ADJOURNMENT**

Meeting adjourned at 11:58 a.m.